

ASSISTANT CAMPUS DIRECTOR (DAC)

1. Nature of the employment corps

The jobs of assistant campus involve the responsibility and the performance of management duties (planning, organization, supervision, control, evaluation) of all the programs, activities and resources related to instructional services, to student services as well as other services offered by a campus of college of general and vocational education.

2. The incumbent performs the following activities:

At the college level, he:

- is asked to prepare, in consultation with their vis-à-vis from other campuses and a manager from the administrative centre, policies projects expected to be applied to the entire college;

At the campus level, he:

- participates directly to the preparation of the orientations, the objectives and the policies;
- represents the employer in one or several existing committees of the college especially the work relation, grievances, professional retraining, occupational and health safety committees.
- represents the campus and, if needed, the college, towards outside organizations;
- participates to the control committee.

At their area of activities level, he:

- participates in the preparation of the development plan in medium and long term;
- guides and describes, depending on the allocated authority, the regulations, policies and records related to their area of activities that must be approved by the campus principal, the executive director, the executive committee or the board of directors;
- maintains the application of the laws, the policies and the governmental regulations;
- describes the work plan and supervises its performance;
- depending on the allocated authority, approves the programs, verifies their implementation and assesses the results;
- anticipates the required human resources; proceeds to the selection of personnel in compliance with the policies in effect;

1. Specific tasks

Moreover and in particular, he:

- supervises the control committee of his campus;
- gets the required financial resources and ensures the development and the implementation of programs that answer the specific needs of the area's clientele and this, both in academic and adult education;
- approves the hiring of academic education and adult education teachers;
- supervises the activities of the personnel involved in work relations and sits at the teachers' work relations committee, represents the college as signatory officer of the campus on all that is related to the interpretation and local application of the collective agreements;
- acts as a spokesperson of the campus for the negotiations with the city or other interveners;
- carries out the promotion of the teaching quality and announces the educational successes, the research, the projects and the campus' specific programs;
- supervises the publicity related to the campus' activities;
- gives the orientation for the adult education sector;
- establishes and maintains a dialogue with the representatives of the socioeconomic milieu and represents his institution in every official duties;
- supervises the organization of official ceremonies, especially the graduation ceremony.
- informs the personnel under his responsibility and directs it in particular with respect to the induction, work integration, contents and division of duties, improvement, application of personnel policies and work conditions; conducts the performance appraisal.
- establishes and maintains with the officers in charge of other sectors communication and operation mechanisms necessary to the carrying out of activities;
- makes the decisions regarding the choice of material resources;
- prepares the budgetary estimates and submits them to the director of the campus, administers the budget, questions the discrepancies and takes, if needed, remedial measures;
- gives advices and submits an annual report to his immediate manager.